

It's the reason behind the main event, so make sure your ceremony goes off without a hitch.

notes and ideas – notes on ceremony: _____

I envision my ceremony as (civil or religious, traditional or contemporary, any customs/cultures/religions I would like to incorporate, other ideas): _____

ideas on ceremony location: _____

readings I like: _____

song selections I like: _____

religious considerations/pre-ceremony requirements designated by my ceremony location or officiant: _____

prospective ceremony locations

ceremony site 1	ceremony site 2
site name	site name
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
maximum capacity	maximum capacity
rental fee \$	rental fee \$
notes	notes

ceremony site 3	ceremony site <i>final selection</i>
site name	site name
contact name	contact name
appointment date and time	address
address	telephone
telephone	email
email	web site
web site	date/time of rehearsal
maximum capacity	date/time of ceremony
rental fee \$	notes
notes	

cancellation/refund policy
rental of ceremony site includes (chairs, stage, podium, etc.)
other terms and conditions

prospective ceremony officiants

ceremony officiant 1	ceremony officiant 2
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
fee \$	fee \$
notes	notes

ceremony officiant 3	ceremony officiant <i>final selection</i>
contact name	contact name
appointment date and time	address
address	telephone
telephone	email
email	web site
web site	date/time of rehearsal
fee \$	date/time of ceremony
notes	notes

proposal	
total cost <i>(include all discussed services and fees)</i>	cancellation/refund policy
deposit \$ date sent	
balance \$ due date	
other terms and conditions	

save and attach your final contract to this document